phone 985.746.5356 fax 985.872.0662 michelle@mlnlegal.com

January 18, 2022 Vua Certified Mail Request Receipt No. 70210950000039755504

Louisiana Ethics Board Louisiana Ethics Administration Program PO Box 4368 Baton Rouge LA 70821

Re: Request for Advisory Opinion and Approval of Disqualification Plan

Gregory Harding and son

Department of Parks and Recreation, a division of the TPCG

Dear Board:

I represent the Terrebonne Parish Consolidated Government (TPCG), Terrebonne Parish President Gordon E. Dove, and Parks and Recreation Director Roddy Lerille regarding this matter.

TPCG wishes to hire the son of Gregory Harding, an Athletics Program Coordinator, to work in the capacity of Scorekeeper/Clock Operator. Both the Athletics Program Coordinator position and the Scorekeeper/Clock Operator position fall under the organization of the Department of Parks and Recreation, a division of TPCG. The "Agency" herein is the Parks and Recreation Department. The Agency Head is Mr. Lerille, the Director of the Department. Mr. Harding's son is a minor, so I have chosen not to use his name in this request.

On behalf of my clients, I am requesting an advisory opinion on whether a 1112(C) disqualification plan is necessary for Mr. Harding and his son to work in the same Agency. If so, I have included a disqualification plan for your approval.

Mr. Harding was hired as an Athletic Program Coordinator for the Agency on April 10, 2016. He is still employed full time in that position and is paid a salary. A copy of his job description is enclosed. Part of Mr. Harding's job is to supervise, train, and evaluate scorekeepers and clock operators.

Mr. Harding is one of two employees in the Agency working in that capacity, the other being Christopher Singleton. Because of previous family relationships within the Agency, the Agency Head has already implemented a divided supervisory system between the two Athletic Program Coordinators. Mr. Harding is responsible for managing programs and employees assigned to facilities on the west side of Terrebonne Parish. Mr. Singleton is responsible for managing programs and employees assigned to facilities on the east side of Terrebonne Parish. The divided



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supervisory system was implemented to avoid participation violations under La. R.S. 42:1112(B)(1). See Ethics Opinions Nos. 2020-210 and 2020-242.

Neither Athletic Program Coordinator has hiring or firing authority. The Agency Head, Roddy Lerille, makes all personnel decisions within the Department with the assistance of TPCG's Human Resources Director.

Mr. Harding's son is 15 years old and is currently seeking a position as Scorekeeper/Clock Operator for the Agency. A copy of that job description is enclosed. This position is a part-time, seasonal position and paid a flat, per-event rate as established by TPCG administration and approved by the Terrebonne Parish Council. The pay is assigned to the position, not the employee, *i.e.*, each Score Keeper/Clock Operator is paid the same wage. No overtime is available for this position. Score Keepers/Clock Operators are assigned to work events by Field Directors and are supervised by an Athletic Program Coordinator and the Field Directors of the facilities to which they assigned to work.

In order to avoid any participation violations by Mr. Harding and his son, TPCG intends to assign the son to work at facilities on the east side of the parish under the supervision of Mr. Singleton. The chain of command for all matters involving Mr. Harding's son shall flow from Mr. Singleton to the Agency Head, or to the Agency's Administrator, Jim Wendell, who works directly under the Agency Head as his assistant.

Should Mr. Harding and his son require a disqualification plan, TPCG has established the following protocol:

- 1. Mr. Singleton shall be the direct supervisor of Mr. Harding's son.
- 2. Mr. Harding shall have no supervisory control over his son, and the Director shall not assign Mr. Harding to supervise his son.
- 3. Mr. Harding's son shall be directed to refer any of his employment issues directly to Mr. Singleton. If Mr. Singleton is unavailable or if the employment issue involves Mr. Singleton, then he shall refer to the Director or the Administrator of the Agency.
- 4. Mr. Harding shall not conduct training for his son, and his son shall not attend any training conducted by Mr. Harding.
- 5. Mr. Harding shall not review, approve, or make recommendations to any anyone in regards his son's work schedule or pay rate. If Mr. Harding is asked for such a recommendation, he is to refer the question directly to Mr. Singleton.
- 6. Mr. Harding shall immediately refer all personnel issues involving his son directly to Mr. Singleton.
- 7. Mr. Harding's son shall not work the events which Mr. Harding is assigned to supervise.

If a disqualification plan is necessary, please present this plan to the Board for approval and/or modification.

Thank you for your assistance. If you need any additional information, please do not hesitate to call.

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Sincerely,

MICHELLE L. NEIL Asst. Parish Attorney

Enc.

Cc: Gordon E. Dove, Parish President

Mike Toups, Parish Manager J. Dana Ortego, HR Director

Roddy Lerille, Director of Parks and Recreation Gregory Harding, Athletics Program Coordinator



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE..... Athletic Program Coordinator

DEPARTMENT....: Parks and Recreation

DIVISION..... Recreation

CLASSIFICATION/GRADE....: Athletic Program Coordinator/208

REVISED..... 12/21/21

REPORTS TO..... Director of Parks and Recreation

REVIEWED.....: 12/21/21 **WAGES**.....: Salary

SUMMARY:

Under the direction of the Director of Parks and Recreation, the Athletic Program Coordinator coordinates all functions of the Parks and Recreation Department. Administer and supervise recreation personnel and daily functions. Must enforce a high degree of accountability to minimize the risk of noncompliance with Terrebonne Parish's Policy Manual and Terrebonne Parish Recreation's policies.

BASIC FUNCTIONS:

- 1. Plans, initiates, organizes, and supervises general/specific programs in accordance with the interest and needs of the community.
- 2. Trains, supervises, assigns duties to, maintains work schedule, and evaluates subordinates such as but not limited to sports officials, scorekeepers, clock operators, field crew, supervisors, gym supervisors and field directors.
- 3. Responsible for maintaining TPR staff's (i.e., sports officials, scorekeepers, clock operators, field crew, supervisors, gym supervisors and field directors) work schedules.
- 4. Keep abreast of rule changes set forth by the LHSAA, International Biddy Basketball, Babe Ruth/Cal Ripken as well as TPR specialty rules.
- 5. Ensure sports officials are kept abreast of rule changes.
- 6. Maintain an active roster of TPR staff (i.e., sports officials, scorekeepers, clock operators, field crew, supervisors, gym supervisors and field directors).
- 7. Assist in ensuring subordinates complete annual ethics training.
- 8. Assist in ensuring subordinates complete required annual concussion training.
- 9. Studies the recreational needs of the community and recommends a plan of action to meet those needs with special emphasis within the department.
- 10. Assist in the promotion, organization, and direction of community wide events.
- 11. Plans and conducts recreational meetings and/or training sessions.
- 12. Prepare league schedules and revisions.
- 13. Administer all TPR rules, policies, procedures and ensure compliance with safety and regulations.
- 14. Make minor repairs to equipment as needed.
- 15. May be required to attend TPR activities held outside of Terrebonne Parish.
- 16. Maintain shirt and hat inventory.
- 17. Maintain inventory of used sports equipment.
- 18. Assist in preparing venues in preparation for programs when needed.
- 19. Set up equipment for programs as needed.

- 20. Recruit coaches, officials, scorekeepers, volunteers, and other essential personnel.
- 21. Ensure all new and used sports equipment and related items are properly issued.
- 22. Ensure all used sports equipment is properly returned.
- 23. Supervise activities at various venues.
- 24. Confer with sports officials, clock operators, scorekeepers, coaches, players, gym supervisors, field directors, and supervisors to provide information, coordinate activities and discuss problems.
- 25. Work with TPR personnel to ensure ID badges are always worn as required.
- 26. Escort ejected fans, coaches, players, etc. from the facility and submit incident report to the Director on or before the next business day.
- 27. Assist in ensuring all volunteers have proper paperwork completed prior to being assigned duties.
- 28. Must have extensive knowledge of official game rules and procedures.
- 29. Conduct All-Star tryouts as assigned.
- 30. Conduct tournaments as assigned.
- 31. Must complete weekly activity reports.
- 32. Fill in as needed if essential personnel fail to show up to games a replacement is needed.
- 33. Address issues, problems or concerns during facility use times in a polite and professional manner.
- 34. Preforms and coordinates assignments as instructed by the Director of Parks and Recreation.
- 35. All other duties as assigned.

OTHER REQUIREMENTS:

- 1. Submitting to a background check.
- 2. A high level of tact and integrity, due to frequency of high level internal and external contacts and high degree of exposure to confidential information.
- 3. Required to work amended and extended hours as assigned, including nights, weekends and holidays to support the department's functions.
- 4. Required to work a minimum of a forty (40) hour work week.
- 5. All Parish employees are required to complete Louisiana State Ethics Training annually.
- 6. Must possess a valid driver's license.
- 7. Any other training or certifications as may be required.

EDUCATION/EXPERIENCE:

- 1. Minimum of a High School Diploma or equivalent (GED) required.
- 2. BS Degree in Physical Education, Recreation Administration or a related field or years of experience in the recreation field is a plus.



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE..... Scorekeeper/Clock Operator/Field Crew

DEPARTMENT..... Parks and Recreation

DIVISION.....: Recreation
CLASSIFICATION/GRADE...: Scorekeeper/101

REVISED..... 1/3/2022

REPORTS TO...... Athletic Program Coordinator, Field Director and/or Field Supervisor

REVIEWED.....: 1/3/2022 **WAGES.....:** Per Game

SUMMARY:

Under the direction of the Athletic Program Coordinator, Field Director and/ or Field Supervisor the Scorekeepers primary responsibility is to accurately record a game's score. Each time a team scores, the scorekeeper must record or post the updated scores. If an official disqualifies a score, the scorekeeper must adjust the team scores in accordance with the official's decision. Scorekeepers maintain the official team rosters of eligible players and substitutes. Field Crew members are responsible for manning the chains that are used to show the ten-yard distance needed to obtain a new set of downs. The Field Crew is extremely important to the flow of the game, and in ensuring the accuracy of field possession. Duties will include but are not limited to working for Parish Recreation Programs such as basketball, baseball, football, softball, and volleyball.

BASIC FUNCTIONS:

- 1. Arrive at least 15 minutes prior to the first scheduled game.
- 2. Must be able to work outdoors.
- 3. Recording the rosters in the scorebook and keeping a very clean and accurate account of the game.
- 4. Documenting any accident or incident that may occur during the game.
- 5. Cleaning up any trash in the scorekeeper's area and other areas before leaving the field.
- 6. Recording scores in the scorebook.
- 7. Reporting the scores of the games and making sure that officials sign the result sheets.
- 8. Signing and submitting an accurate time sheet at the end of each day worked.
- 9. Keeping the official game time and letting the officials know if a time limit has expired.
- 10. Keeping a good record of the playing time by each player throughout the game.
- 11. The field crew is required to quickly realign the chains whenever the offense gets a first down.
- 12. The field crew may also be called upon to come onto the field for a measurement whenever the officials are unsure as to whether a first down has been achieved or not
- 13. Must be able to hold vertical marking poles on the sidelines.
- 14. Understanding and agreeing to comply with TPCG Employee Handbook.
- 15. Should have knowledge of official game rules and procedures or willing to learn.
- 16. Any and all other job-related duties as assigned.

OTHER REQUIREMENTS:

- 1. Submitting to a background check. (If required)
- 2. Any other training or certifications as may be required.
- 3. All Parish employees are required to complete Louisiana State Ethics Training annually.
- 4. Must be able to work nights, weekends and holidays.
- 5. May be required to work at different venues throughout the Parish.

EDUCATION/EXPERIENCE:

- 1. High School Diploma, GED or equivalent, or presently enrolled in school.
- 2. Must be 15 years or older.
- 3. Age 17 and under requires a work permit from Terrebonne Parish School Board.
- 4. Prior experience is a plus.

CERTIFIED MAIL

Law Office of Michelle Lyons Neil 7905 Park Ave. Houma, LA 70364 United States



Louisiana Ethics Board
Louisiana Ethics Administration Program
PO Box 4368
Baton Rouge LA 70821



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